



# STANDARDS OF BUSINESS CONDUCT - GUIDELINES

## III. GUIDELINES

If you have any questions or concerns, please call:

**Your Supervisor,**

**or**

**Your Human Resources representative,**

**or**

**The Corporate Legal Department**

**8228-1301 or (818) 560-1301**

**or**

**The Guideline (800) 699-4870**

The Guideline is one way for employees, Cast Members, vendors, suppliers, customers, and others to report 1) questionable activities - including questionable accounting or auditing matters; 2) complaints regarding the Company's accounting, internal accounting controls or auditing matters; or 3) to ask for guidance on any work-related issues, or to make the Company aware of any suspected unethical or illegal conduct, or violation at the Company.

The Guideline may be called any time, day or night, as it is available 24 hours a day, 365 days a year. The Company strictly prohibits any form of retaliation against anyone who reports any suspected wrongful conduct to the Company or any governmental agency. Reports are accepted anonymously, and the confidentiality of all reports will be maintained to the extent possible.